



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

Goverhor's Office Intern Conduct Agreement

Members of the Governor's Office Staff, including interns, are viewed as representatives of this office and each employee's or intern's conduct can be a reflection on the office. It is imperative that employees and interns not only understand and comply with office policy, but also that they conduct themselves in a professional and respectful manner at all times. All Governor's Office employees and interns are responsible for seeking legal guidance where necessary and for following all legal advice provided by the Office's Legal Counsel. In addition, all employees and interns must review and comply with Governor's Office policies as distributed throughout their time in the office. Within a week of your appointment as an intern you will need to review the following office policies:

- Beverages and light refreshments
- Disclosure of public records
- Purchasing cards
- Travel
- Records management
- Reasonable accommodation
- Training and education
- Drug free workplace
- Domestic violence and the workplace
- Workplace harassment prevention
- Workplace safety
- Acceptable use – Telephone systems
- Acceptable use – Network and computer systems
- Password policy and procedures
- Remote access policy and procedures
- Wireless device policy

Washington State Ethics

In addition, as an intern, you are restricted from using state resources for personal use. Furthermore, you are prohibited from having an interest, financial or otherwise, direct or indirect, or engage in a business of transaction of professional activity, or incur and obligation of any nature, that is in conflict with the proper discharge of your intern duties.

During the course of your internship, you should not accept from any person or entity any personal benefit resulting from your internship. Such prohibited personal benefits include: present or future gifts of cash, money, merchandise, personal discounts, lodging paid for by another person, or use of a vehicle paid for by another person. You are also prohibited from

Understanding and Acceptance

Please indicate your understanding and acceptance of your responsibilities stated in this letter by signing below. If you have any questions concerning your responsibilities or Office policies, please bring them to the attention of your supervisor or the Executive Director of Internal Relations.

Signature

Date

Printed Name

Distribution: Original: Personnel File; Copy: intern

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

May 15, 2019

Dear Sir/Ma'am:

Thank you for your interest in public records of the Office of Governor Jay Inslee. In response to your request for records reference number PRR-2019-60 dated May 1, 2019, concerning:

Records Requested:

Electronic copies, via email, of all email, calendar invites, text/SMS/MMS/instant messages, or memos sent, written, or received between January 1, 2017 and 2019-04-30(inclusive), to or from (1) any employee or officer and (2) any of the following:

- R1. Donald Trump*
- R2. Barack Obama*
- R3. Mick Mulvaney*
- R4. Rahm Emanuel*
- R5. Denis McDonough*
- R6. Melania Trump*
- R7. Michelle Obama*
- R8. Eric Holder*
- R9. Loretta Lynch*
- R10. Sally Yates*
- R11. Dana Boente*
- R12. Jeff Sessions*
- R13. Matthew Whitaker*
- R14. William Barr*
- R15. Robert Mueller*
- R16. Rod Rosenstein*
- R17. Zachary Fuentes*
- R18. John Kelly*
- R19. Reince Priebus*
- R20. John R. Bolton*
- R21. Kirstjen Nielsen*
- R22. Kevin McAleenan*
- R23. Kevin Hassett*
- R24. Timothy Harleth*
- R25. Marcia Lee Kelly*
- R26. James W. Carroll*

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

R58. Los Angeles Joint Regional Intelligence Center

R59. Central California Intelligence Center

R60. US Secret Service

R61. CIA

R62. NSA/CSS

R63. Department of Defense

R64. US Internal Revenue Service

We believe that we have released all records responsive to your request. With this release we consider this request completed and closed.

If you have any questions, please reply to this email or contact my office at 360-902-0611.

Thank you for your attention.

Sincerely,

Tricia A. Smith

Tricia A. Smith

Public Information & Records Officer | Office of Governor Jay Inslee

Desk: 360.902.0611 | PO Box 40002, Olympia, Washington 98504-0002